<u>STC Meeting September 1, 2005</u>

<u>Attendees:</u>
Tom Davis, Dana Dean, Tom Hurd, Margaret Ciechanowicz
Rod Dehner, Denise Fehr (portion of the meeting)
Not attending: Lisa Gauvin

<u>Summary:</u>

- Draft project documents were completed on August 26, 2005 and submitted to Denise Fehr, Steve Gold and Charlie Smith for review (amendment) and approval. It was agreed to complete this preliminary planning (9/1/2005 work session) prior to formal approval.

- Task assignments from the prior week were reviewed. Tom Hurd presented a spreadsheet template and additional fields that are captured by AOT on equipment. Tom Davis distributed his first cut of categorizing equipment would identify the components of infrastructure architecture and create a server class definition so that we could categorize equipment.

- General agreement that for STC to complete any of the projects a broad understanding of the current infrastructure was required. However, before departments were asked to compile information it was felt that the representatives from STC should review information that they have readily available, including the asset listings from VISION and see if this could be used to gain some general knowledge of the current computing environments and locations throughout State Government. Additional discussion focused on the long range vision of multiple data centers and criteria for evaluating sites and conditions or opportunities that would encourage shared use of data centers. Co-locating servers in geographic centers would be a first step in this process.

- Dana Dean's deliverable was tabled based on the discussion of the group (Her tasks was to identify department contacts and create correspondence and/or agenda for a meeting with IT Managers throughout the State to explain our project and enlist their support.).

- Discussion of the presentation of the project to CITCAG. Next meeting scheduled for 9/2/2005. [Minutes were distributed to STC after this meeting to be used in conjunction with the project studies.]

- Denise requested that the STC meet on September 8, 2005 to discuss the strategic planning process. The planning portion will be lead by Chris Campbell. The STC agreed to this change in agenda since formal approval for the projects had not been received.

- Additional topics covered by Denise were: DII reorganization was described. Hale Irwin is investigating additional videoconferencing services from the current telecommunications provider. STC recommended to Denise that Hale set up a working group on videoconferencing as nearly every Agency had interest or a working group for this topic already. Ralph and Rick are working on developing contract/RFP boilerplate language for IT.

- Margaret Ciechanowicz will provide meeting minutes.

- STC meeting is scheduled for September 8, 2005, 1:00 – 3:00 pm, 133 State Street 5th Floor, DII Conference Room